Centers for Disease Control and Prevention (CDC)
Procurement and Grants Office
Instructions for Preparing an Interim Progress Report
Catalog of Federal Domestic Assistance (CFDA) Number: 93.938
Funding Opportunity Announcement (FOA) Number: DP08-80105CONT12
Improving Health and Educational Outcomes of Young People
National Center for Chronic Disease Prevention and Health Promotion

Eligibility:
This award will be a continuation of funds intended only for grantees previously awarded under CDC-RFA-DP08-80104CONT11 - Improving Health and Educational Outcomes of Young People.

Application Submission:
CDC requires grantees to submit their Interim Progress Reports through www.Grants.gov. If you encounter any difficulties submitting your interim progress report through www.Grants.gov , please contact CDC's Technical Information Management Section at 770-488-2700 prior to the submission deadline. If you need further information regarding the application process, please contact Cynthia Thompson at 770-488-2714. For programmatic information, please contact Elizabeth Haller at 770-488-6203.

Reports must be submitted by November 15, 2011. Late or incomplete reports could result in an enforcement action such as a delay in the award/or a reduction in funds. CDC will accept requests for a deadline extension on rare occasions, and after adequate justification has been provided.

General Application Packet Tips:
- Properly label each item of the application packet
- Each section should use 1.5 spacing with one-inch margins
- Number all narrative pages only
- Do not exceed 25 pages (Insert number excluding appendices, excluding budget and support)
- Use a 12 point font
- Where the instructions on the forms conflict with these instructions, follow these instructions
    1. CDC requires the use of PDF format for ALL attachments.
    2. Use of file formats other than PDF may result in the file being unreadable by CDC staff.
    3. Directions for creating PDF files can be found on www.Grants.gov.

Checklist of required contents of application packet:
1. Application for Federal Domestic Assistance-Short Organizational Form
2. SF-424A Budget Information-Non-Construction Programs
3. Budget Justification
4. Indirect Cost Rate Agreement
5. Project Narrative

Instructions for completing required contents of the application package:
1. Application for Federal Domestic Assistance-Short Organizational Form:
   Download form from www.Grants.gov and complete all sections.

A. In addition to inserting the legal name of your organization in Block #5a, insert the CDC Award Number provided in the CDC Notice of Award. Failure to provide your award number could cause delay in processing your application.

B. Please insert your organization's business official information in Block #8.

SPECIAL NOTE: Items 2, 3, and 4 should be attached to the application through the "Mandatory Documents" section of the "Grant Application" page. Select "Other Attachments Form" and attach as a PDF file.

2. **SF 424A Budget Information and Justification:**
   A. Download the form from www.grants.gov.
   B. Complete all applicable sections.
   C. Estimated Un-obligated
      1. Provide an estimate of anticipated un-obligated funds at the end of the current budget period.
   D. The estimated un-obligated balance should be realistic in order to be consistent with the annual FSR to be submitted following the end of the budget period.
   E. Based on the current rate of obligation, if it appears there will be un-obligated funds at the end of the current budget period, provide detailed actions that will be taken to obligate this amount.
   F. If it appears there will be insufficient funds, (1) provide detailed justification of the shortfall; and (2) list the actions taken to bring the obligations in line with the authorized funding level.
   G. The proposed budget should be based on the federal funding level stated in the letter from CDC.
   H. In a separate narrative, provide a detailed, line-item budget justification of the funding amount requested to support the activities to be carried out with those funds. Attach in the "Mandatory Documents" box under "Budget Narrative Attachment Form". Document needs to be in the PDF format.
   I. The budget justification must be prepared in the general form, format, and to the level of detail as described in the CDC Budget Guidance. The sample budget guidance is provided on CDC's internet at: http://www.cdc.gov/od/pgo/funding/grantmain.htm.
   J. For any new proposed subcontracts provide the information specified in the Budget Guidance.
   K. When non-federal matching is required, provide a line-item list of non-Federal contributions including source, amount, and/or value of third party contributions proposed to meet a matching requirement.

3. **Indirect Cost Rate Agreement: (This is not applicable to grantees subject to OMB Guidance A-21 – Educational Institutions. The rates stay the same as the first year award.)**
   A. If indirect costs are requested, include a copy of the current negotiated Federal indirect cost rate agreement or a cost allocation plan approval letter for those Grantees under such a plan.
   B. Clearly describe the method used to calculate indirect costs. Make sure the method is consistent with the Indirect Cost Rate Agreement.
   C. To be entitled to use indirect cost rates, a rate agreement must be in effect at the start of the budget period.
   D. If an Indirect Cost Rate Agreement is not in effect, indirect costs may be charged as direct if (1) this practice is consist with the grantee's/applicant's approved accounting practices; and (2) if the costs are adequately supported and justified. Please see the Budget Guidelines (http://www.cdc.gov/od/pgo/funding/grantmain.htm) for additional information.
   E. If applicable, attach in the "Mandatory Documents" box under "Other Attachments Form". Name

document "Indirect Cost Rate".

4. Project Narrative:
We appreciate your time and effort in preparing the workplan for your Year 5 Continuation Application (March 1, 2012 – February 28, 2013). We strongly recommend that you send an email courtesy copy to your Project Officer on or before November 15, 2011. All guidance for your continuation application can be found on the DASH Funded Partner Site at:
http://www.cdc.gov/dash/reporting_guidance/continuation.htm.

Year 5 Continuation Application — March 1, 2012 – February 28, 2013
Please refer to the original language in Funding Opportunity Announcement DP08-801 (FOA 801) when preparing to the Year 5 Continuation Application. Programmatic efforts should align with program announcement recipient activities. Objectives should be SMART (specific, measurable, achievable, realistic, and time-phased). FOA 801 can be found on the DASH Funded Partner Site at:
http://www.cdc.gov/dash/reporting_guidance/announcements.htm.

The following documents should be attached in the application through the "Mandatory Documents" section under "Project Narrative Attachment form." Name document "{Priority} Project Narrative Year 5 {Agency}." Resources can be found on the DASH Funded Partner Site at:
http://www.cdc.gov/dash/program_mgt/801_resources.htm.

Provide a separate Year 5 Annual Workplan for each priority area for which you receive funding (YRBS, HIV, Abstinence Supplemental, CSHP, Asthma, and NPD).
A. **Current Strategic Plan**
B. **Current 5-Year Logic Model**
C. **Year 5 Annual Workplan**
   1. Identify the following in your Year 5 Annual Workplan
      · 5 Year Goal(s)
      · Strategies under each goal they are supporting
      · School Level Impact Measure(s) (SLIMs) (as appropriate)
      · Objective(s)
      · Indicators for School Health Programs (as appropriate)
      · Rationale for the objective
      · Measures for accomplishing the objective
      · Person/agency responsible for accomplishing the objective
      · Data sources to measure the objective
      · Person/agency responsible for gathering data, and
      · Anticipated activity completion date.
   Further explanations on each of these are found in the suggested workplan template available on the DASH Funded Partner Site under "801 Workplan Template" at:
   http://www.cdc.gov/dash/program_mgt/801_resources.htm.
D. **Travel**
   1. In accordance with FOA DP08-801, page 77, participation in CDC-sponsored orientations, training workshops, and meetings is essential to the effective implementation of funded programs. The budget should reflect travel costs for these conferences and meetings. Please include in your workplan narrative what travel you plan to attend under this cooperative agreement over the next fiscal year.

2. Required travel includes (adapted from FOA DP08-801, page 77):
   - New Hire Orientation: All newly hired staff who did not participate in the initial cooperative agreement orientation will be required to participate in cooperative agreement orientation opportunities via Live Meeting/conference calls, reverse site visits, and/or during a site visit. Applicants should budget for one two-day trip for each new staff member to attend orientation (location and dates to be determined).
     - ✓ Please note, periodic webcasts will be provided to new staff. In addition, new staff will work with their Project Officer to understand basic components of the 801 FOA and other grants management responsibilities.
   - Professional Development: DASH expects all staff funded under this cooperative agreement to participate in at least two CDC-sponsored national meetings and/or conferences for three to four days each. Theses may include meetings and conferences such as the National HIV Prevention Conference or National Health Promotion Conference. Participation in at least one additional DASH-supported professional development event annually is strongly encouraged.
     - ✓ Due to the importance of these professional development events, participants are asked to attend the entire training to obtain the full benefit of the planned event.
   - Within-jurisdiction Travel: DASH also expects this funding to support travel expenses within the applicant's jurisdiction that directly relates to the approved programmatic activities outlined in the workplan.
   - Participation or attendance in non-CDC sponsored professional meetings requires approval by your Project Officer and must be directly related to the workplan activities.

5. **Additional Program Requirements**

   HIV Materials Review (Required for all Priority 2 HIV Prevention funded agencies.)
   A. Grantee should complete and submit CDC Form 0.1113 "Assurance of Compliance with the Requirements for Contents of AIDS-Related Written Materials, Pictorials, Audiovisuals, Questionnaires, Survey Instruments, and Educational Sessions in Centers for Disease Control and Prevention (CDC) Assistance Programs" if funded for Priority 2 HIV Prevention.
   B. The HIV Materials Review Assurance of Compliance form must be updated and included showing fiscal year 2012 members and their affiliations. The HIV Materials Review Assurance of Compliance form can be found on the DASH Funded Partner Site under "HIV Materials Review" at: http://www.cdc.gov/dash/program_mgt/hiv_review_panel.htm.
   C. These documents should be attached to the application through the "Mandatory Documents" section under "Other Attachments Form." Name document "HIV Materials Review Year 5 {Agency}."

Progress Toward Current Budget Period Objectives and Activities
The Year 4 6-Month Progress Report is due to the Division of Adolescent and School Health (DASH) by **October 3, 2011**. Please send your Year 4 6-Month Progress Report as an attachment through email to your DASH Project Officer. Submitting your Year 4 6-Month Progress Report six weeks earlier than the Year 5 Continuation Application allows your DASH Project Officer and other content experts in DASH to provide feedback and technical assistance to help in planning and improving your program. Additional guidance for the Year 4 6-Month Progress Report will be sent to you by DASH.